



DEPARTMENT OF PERSONNEL & ADMINISTRATION  
STATE ARCHIVES AND PUBLIC RECORDS  
RECORDS DISPOSITION SCHEDULE

ARCHIVES NO.  
05-98

Page 1 of 2

DEPARTMENT REVENUE	DIVISION Cash Document & Processing	SECTION Annex Cashiers	PERMANENT NON-PERMANENT
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS
1	Time Cards	5 Years + Current	Note: No record shall be destroyed that pertains to any pending legal case, claim, action, or audit.
2	Employee Time Sheets DR4501	3 Years + Current	
3	Performance Reviews & PDQ (Copy)	Retain until employee leaves or suspended	
4	Vendor Invoices	1 Year + Current	
5	Request for Leave DR4466	1 Year + Current	
6	Leave Summary Report	1 Year + Current	
7	Cashiers Report	3 Years + Current	
8	Armored Service Log	1 Year + Current	
9	Return Warrant (Income Tax Refund) DR0623	Six Months	
10	Return Refund Warrant Register DR5991	1 Year + Current	
11	Information on Short Checks DR436	1 Year + Current	
12	Cigarette Tax Order Form DR5225	Six Months	
13	Cigarette Tax Daily Inventory DR5062	3 Years + Current	
14	Fuson Cigarette Tax Receipt Stamps DR5022	3 Years + Current	
15	Cigarette Transaction Report	3 Years + Current	
16	Shipping Order Forms	1 Year + Current	
17	Suspense Sheet	3 Years + Current	
I request approval of the above records disposition schedule. Retention periods have been established by this agency after careful evaluation of all of the factors listed in the State Records Management Policies and Procedures Manual. I hereby certify that I am authorized to act for the head of this agency in matters pertaining to disposal of records. I also certify that I will comply with all conditions listed on page 4-10 of the Records Management Policies and Procedures Manual..			
State Archivist's Signature <i>Terry Kitchin</i>	Date 10/8/2004	Records Liaison Officer's Signature <i>Julie Raybal</i>	Date 9-27-04
Attorney General's Signature <i>John W. Suthers by mnr</i>	Date 5/3/05	State Auditor's Signature <i>Billy S. S. S. S.</i>	Date 10/29/04

SA-094 (REV 1/78)



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DEPARTMENT REVENUE	DIVISION Cash Document & Processing	SECTION Annex Cashiers	PERMANENT x NON-PERMANENT x
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS
18	Suspense Letter DR5127	1 Year + Current	Note: No record shall be destroyed that pertains to any pending legal case, claim, action, or audit.
19	Bank Deposit Slips	3 Years + Current	
20	Production Reports	2 Years + Current	

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State Archivist's Signature <i>Terry Lettchen</i>	Date <i>10/8/2004</i>	Records Liaison Officer's Signature <i>Julie Graybal</i>	Date <i>9-27-04</i>
Attorney General's Signature <i>John W. Suthers by mmm</i>	Date <i>5/3/05</i>	State Auditor's Signature <i>Dolly Symantch</i>	Date <i>10/29/04</i>